

MONROE COUNTY

JOB DESCRIPTION

Position Title: SUPERINTENDENT CARD SOUND OPERATIONS **Date:** 10/28/98

Position Level: 8 **FLSA Status:** Nonexempt **Class Code:** 8-31

Unknown

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GENERAL DESCRIPTION

Primary function is to supervise a staff of toll collectors and maintenance workers in the collection of tolls and the right-of-way maintenance of 24 miles of roadway and 1 major and 4 small bridges.

KEY RESPONSIBILITIES

1. * Count, verify, prepare daily deposit of toll collections
2. * Reconcile toll collector reports of collections with deposits
3. * Update time cards, leave requests, and other related personnel matters
4. Supervise road maintenance and toll collecting crew.
5. Prepare toll collector discrepancy and error sheets
6. Track budget, check inventory, order supplies
7. Posting of deposits and related reports in computer
8. Preparation of reports related to toll collections and vehicle traffic
9. Inspection of toll plaza, roads, and bridges for erosion, damage and vandalism
10. Prepare work schedules and scheduling for staff on leave
11. Evaluates employee performance. Interviews and recommends employee hiring.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours, pending disaster.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____